

1 November 1997

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**Squadron Standardization and Training NCO**

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**\* Indicates changes**

1. This Command Job Qualifications Standard (CJQS) pertains to SDI 8R000 Air Force Recruiter personnel. Tasks listed in Column 1 of the attachments are the most common tasks, knowledge, and technical references necessary for noncommissioned officers to perform their duties. This CJQS will remain in effect until superseded or rescinded, regardless of the date of the STS. Tasks are functionally grouped by subject to aid in the training process.

2. This position requires task certification only. Upon reaching the competent level in a task, the task certifier will document the date and his/her initials directly below the date. \* Periodic evaluations are not required for task certification **but must be conducted if trainee is failing to progress satisfactorily**. Task certification will not last more than twelve months. Training will be given to the trainee on all tasks in the CJQS by providing: an overview, technical discussion, task demonstration, and finally trainee performance. Ultimately the trainee must be able to perform a given task without assistance. Feedback and thorough evaluation are essential elements that must be included in each training session.

3 Supervisors and trainees are responsible for the accuracy of this JQS. The completion of the JQS form will be accomplished in the following manner. The training start date will be the date the trainee is assigned to station and will be annotated at the top of each page of e JQS. Each time the primary trainer provides training on any task, annotate the date in the first available block next to the task and have trainee initial in the block provided underneath. Repeat this each time you train, until they perform the task(s) at the satisfactory level. When the satisfactory level is reached, annotate the date on the far right of the task and the primary trainer's initials directly below the date.

4. Training from the primary trainer will be documented directly on the JQS. Use AF Form 623a if the trainee is failing to progress or receives an unsatisfactory evaluation. All training on unsatisfactory tasks will be documented on AF Form 623a until the desired competency level is reached. Training from other than primary trainer (squadron trainer, marketing, etc.) will be documented on the AF Form 623a and documented on the AF Form 1098 (i.e., MEPS, Admin, etc.). Supervisors are responsible for the training of the recruiters under their supervision.

Primary Trainer's Initials and date

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Supersedes CJQS 8R000-005, 1 June 1997  
OPR: HQ AFRS/RSOT

Approved by: Lt Col C. P. Gallagher  
Distribution: F (Recruiting)

TRAINING START DATE:	<b>ATTACHMENT 7</b> <b>UNIT TRAINING MANAGER JOB QUALIFICATION STANDARD (JQS)</b>					
TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	DATES & TRAINEE'S INITIALS WHEN DEMONSTRATION/PERFORMANCE TRAINING IS ADMINISTERED NOTE: DATE IN UPPER BLOCK AND INITIAL IN LOWER BLOCK					COMPLETION DATE AND T/C INITIALS
<b>SR: (AETCI 36-2002, AETCI 36-2210)</b>						
1. Demonstrates a thorough knowledge and understanding of all training terms and requirements:						
Supplemental Training, Critical Tasks, Task Certification Training, Periodic Evaluations, and Initial Certification						
2. Can conduct timely, compliance oriented records reviews on AF form 623's at the appropriate intervals (prior to certification, after any unsat evaluation, and every 120 days).						
3. Demonstrates a systematic approach of monitoring squadron training programs and status of recruiters in training.						
A. Can identify training needs and provide superintendent with recommendations.						
B. Can develop training plans and programs to remedy problems when applicable.						
4. Can review production evaluations to ensure appropriate methods are employed leading to meaningful conclusions and effective recommendations.						
5. Can review relief action reports to ensure compliance with directives.						
6. Can review training meeting agendas to ensure that training is timely, meaningful, and production driven.						
7. Actively participates in all training meetings.						
8. Can develop effective and useful training aids and handouts for local use.						

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TASKS, KNOWLEDGE AND TECHNICAL REFERENCES  <b>SR: (AETCI 36-2002, AETCI 36-2210)</b>	DATES & TRAINEE'S INITIALS WHEN DEMONSTRATION/PERFORMANCE  TRAINING IS ADMINISTERED NOTE: DATE IN UPPER BLOCK AND INITIAL IN LOWER BLOCK					COMPLETION DATE  AND T/C INITIALS
<b>9. Can establish a system to ensure that all supplemental training, (i.e., Marketing, MEPS, EST, etc.) is scheduled and conducted within required time limits.</b>						
<b>10. Demonstrates the ability to provide supplemental training.</b>						
<b>11. Can ensure that AETC form 1284's are accomplished in a timely and consistent basis.</b>						
<b>12. Can complete and submit monthly training status reports.</b>						

Trainees Name: \_\_\_\_\_